To enter information about your assessments: Select **Button H** on the main menu form.

Assessment Title: Enter the name of your assessment – a descriptive title works best – for example: Unit Test on Electrical Theory rather than Unit Test 1
[**Note**- there is an alternate method for creating an assessment title at "Work with Graded Projects - Button J]

Assessment Level: Pull-Down Menu – 4 choices:

Classroom – set as the default and will be the majority of your assessments
Like Program – choose if your Technology Area has developed the Assessment for like programs across the state – for example, an assessment on Skidder operation that all Forestry instructors may be using.
Schoolwide – choose if your School uses the assessment across Technology Programs – for example, your school may have a common assessment for employability skills.
Statewide – choose if the assessment has been developed to be used with all Career/Technical students from all centers/regions

Assessment Purpose: Pull-Down Menu – select either Formative or Summative

Assessment Category and "Test Type": a Pull-Down Menu for "Test Type" will display a list of assessments that fall in the assessment category that you have selected. The list of categories and associated assessment types is reproduced on the next page.

Assessment Category Pull-Down Menu choices: Brief Constructed Response
Performance
Process
Product
Selected Response

When you select an Assessment Category, a filed named **"test types"** appears. See next page for test types associated with each assessment category.

Note: There is a choice of "Nonelisted" in all the pull down menus that is set as the default. That means that if you don't select a different option, "Nonelisted" will show up in reports and it looks silly so apologies – we'll try to have it fixed in a later version of SIS

"Test Types" associated with each assessment category:

Test Category: **BRIEF CONSTRUCTED RESPONSE**
Test Type: Construct Graph
          Construct Table
          Construct Web
          Fill in the Blank
          Label a Diagram

Test Category: **PERFORMANCE**
Test Type: Debate
          Display
          Lab Demo
          Presentation
          Skill Demonstration
          Teach a Lesson

Test Category: **PROCESS**
Test Type: Conference
          Interview
          Observation
          Oral Questioning

Test Category: **PRODUCT**
Test Type: Essay
          Lab Report
          Log/Journal
          Portfolio
          Project
          Research Paper

Test Category: **SELECTED RESPONSE**
Test Type: Checklist
          Matching
          Multiple Choice
          Ordering
          True/False

Confidence Level: Pull-Down Menu with choices of High – Medium – Low. This is an optional field intended for instructors to indicate their confidence level that a particular assessment provides a reliable, valid, and fair assessment of students' skills and understanding. Used as part of an assessment inventory, a particular assessment rating can help an instructor determine which assessments they would like help developing, and in which areas they are "all set".